

## Project Grant: Narrative

### DIRECTIONS

For the “Narrative” section, please include your own typed pages. To ensure fairness, clarity and readability, it is very important that you submit the narrative using the following format:

- Maximum length is three one-sided pages, with each page identified by the organization’s name and project title. Use a readable font with a type size 11 or 12 point.
- Please use 1-inch margins.
- Discuss each of the four criteria listed below (Quality, Impact, Budget and Ability). *Label each narrative section by the numbers, letter and section headings listed.*
- Put “breathing space,” or white space, within your narrative. Format your narrative in a way that is visually easy to read and the information is easy to understand.

### NARRATIVE CONTENT

Discuss each of the four criteria (Quality, Impact, Budget and Ability). Because your application will compete with other proposals, be sure to address as many points under each criterion as possible.

#### 1. QUALITY: Overall quality of the project

- Describe the main goals for the project.
- Discuss the project’s relationship to the mission and goals of your organization. Please include your mission statement.
- Describe the specific activities that will take place including dates, length of time, and locations. Be clear about the activities of both the artist(s) and the participants.
- Describe how you will evaluate the success of the project. Provide a clear relationship among the goals, planned activities and evaluation methods. If available, include a copy of your proposed evaluation tool.
- Discuss the artist(s) or project partners participating in the project:
  - Provide information on the qualifications and overall experience of each artist as it relates to this proposal. (One-page resumes should be attached.)
  - Include “Project Partner Form” for each artist, arts group, organization and/or school listed in your application. (page 7)

#### 2. IMPACT: Impact of the project on the Tempe Community

- Discuss how this program will work toward serving a community need in the City of Tempe. Describe how members of the community you want to reach have been involved in the development of the program.
- How many total people do you expect to serve? How many Tempe residents do you expect to serve?
- If the proposed project involves youth, address how the program is relevant to the youth it serves.
- If proposed project is located within a school, discuss how this project relates to the school’s curriculum or how it enhances the existing educational programs at the site.
  - If possible, address the connection to the Arizona Arts Education Standards.  
<http://www.ade.state.az.us/standards/arts/>

## Project Grant: Narrative – Continued

### **3. BUDGET: Appropriateness of the project budget**

- Describe exactly how the City of Tempe's funds will be used. Budget should include financial support from the school or community.

### **4. ABILITY: Ability to complete the project**

- What are your plans for marketing this project to residents in Tempe?
- Explain shared commitment and responsibility of all partners. What resources and expertise does your organization have available to administer the project?
  - Who will administer this project and what is their role in your organization?
- In planning this program, what improvements have you made because of the evaluation of similar programs implemented by this organization? Describe the success and challenges of your organizations past projects.